

## Callahan Advisory Board Minutes for December 1, 2015

- I. **Call to Order:** Julie called the meeting to order at 10:47 a.m.  
Present were Diane Beerline, Donna Bresee, Julie Kammer, Kristen Kinard, Kathy Korpela, Karen Kruse, Deepa McCauley, Shirley Noreen and Karen Roney.
- II. **Minutes from October 28<sup>th</sup> 2015:** Minutes were read, discussed and approved.
- III. **Correspondence:** None.
- IV. **House Manager's Report**
  - A. *House Statistics*
    1. There were 20 events in November: 3 City, 10 Clubs, 4 revenue generating, no final walkthroughs, 3 Facility showings, and no other events. 4 events were catered and served 50 guests. The City value was \$954 and the Club value \$2,769. A total of 187 guests were welcomed.
    2. One new revenue event was booked for 2015. Inquiries were at 16 phone, 15 email, and no walk-in's. 2015 has 43 events booked. 2016 has 15 events booked. 2017 has 2 events booked.
  - B. *Maintenance & Facility Updates*
    1. Panorama cleaned up leaves. Due to a miscommunication about the definition of "fall cleanup," more cleanup is needed on the annuals and perennials. This misunderstanding will be corrected for future years. The remainder of the pansies were planted.
    2. Love in Bloom is done for the season. Shanti is renewed for next year.
    3. The holiday decorating is complete. A new tree was purchased for the foyer, as the old one was falling apart. Karen Kruse and Donna Bresee shared the cost of the new tree and ornaments, which resulted in a \$324.34 value to the house donated by Karen and Donna. Since the purchase occurred after the designated date for the board members to decorate the house, Karen and Donna returned to the house to decorate the tree.
    4. The Facilities Department completed and installed the new cherry bench in the library. They are still working on repairing the bathroom door.

5. The RFQ for full service catering will be issued tomorrow and responses are due the beginning of January. The evaluation should be complete by February 1<sup>st</sup> for 2016.

*C. Events for December*

10 clubs will meet (1 of which meets on more than one occasion), The Holiday Open House, Community Services Holiday Lunch, and our Board Meeting and Holiday Lunch, equaling 15 events for December. None of the events are revenue generating. Spice has six events to serve.

*D. Event Updates & Administration*

1. New Events:

- a. Lucy Simpson – Birthday Party (11/22/15)
- d. Jeannine Greiner – Baby Shower (1/17/16)
- e. Community & Neighborhood Resources – Quarterly Meeting (1/21/16)
- f. Sara Cunningham & David Ploense – Wedding Rehearsal (6/25/16)
- g. Sara Cunningham & David Ploense – Wedding & Reception (6/26/16)
- h. Colorado Mountain Club Annual Meeting (11/4/16)

Five of the New Events are revenue generating.

2. There are no event cancellations.
3. Club renewal for 2016 and dues collections are still occurring. Kathy expects them to be complete by the end of December.
4. Revenue this year has been better than any previous year.

**V. Old Business**

- A. Window Repairs:* The windows in the meeting room and kitchenette were completely rebuilt and reinstalled. Wattle and Daub also completed the renovation to the frames in the bride's room. The windows in the library will be completed in January, including rebuilding the lead glass window and modifications to the frames.
- B. December Open House:* Board members should arrive at 2:30 p.m., and plan to stay until 7:30 p.m. on Friday, December 4<sup>th</sup>, for the Open House. Advertising is on the Callahan House page of the City's website. It includes rotating pictures of the house and Santa. Kathy will make signs to post at the Holiday Home Tours locations. Kathy decided the cost for carolers from Jesters to be at the Open House was too significant, given the costs already incurred for the event. Mark Payler, the artist who makes prints

from his drawings of the Callahan House, will be at the event with his photos and prints.

VI. **New Business:** None.

VII. **Other Business**

A. There is currently no news about the filling of the two board member positions.

B. Kathy presented Donna and Kristen each with a thank you gift of the Callahan House Christmas ornament, hand-painted by Peggy Prouty.

C. *Marketing:*

1. *City Website:* Minor changes to the house website were made and the new site should be up soon.
2. Kathy is reevaluating the package pricing to ensure we include adequate fees for staffing, rentals, and time necessary for planning and preparation.
3. Kathy completed the advertising for Santa's Holiday Open House. It was advertised on Facebook, the City website, the Times-Call, the LDDA, Longmont Compass and Visit Longmont.
4. *Wedding Sites and Services:* There were 408 emails sent for the October leads with 4 bouncebacks, 2 opt-outs and 1 inquiry. There were 115 emails sent for the November leads with 13 bouncebacks, 1 opt-out and 1 inquiry.

VIII. **Adjourn:** The meeting adjourned at 11:57 a.m.

Respectfully submitted,

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Julie Kammer, Chairperson

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Karen Kruse, Secretary